

**FEDERAL BAR ASSOCIATION
MARYLAND CHAPTER**

PRESENTS

**AN INTRODUCTION
TO THE
FEDERAL COURTHOUSE**

and

**SPECIAL ADMISSIONS CEREMONY TO
THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND
(GOURMET RECEPTION TO FOLLOW)**

**NORTHERN DIVISION – March 12, 2004
SOUTHERN DIVISION - April 16, 2004**

AN INTRODUCTION TO THE FEDERAL COURTHOUSE

**Friday, March 12, 2004 in Baltimore
1:30 p.m. - 4:30 p.m.**

**UNITED STATES COURTHOUSE, Courtroom 1-A
101 West Lombard Street, First Floor, Baltimore, Maryland 21201**

and

**Friday, April 16, 2004 in Greenbelt
1:30 p.m. - 4:30 p.m.**

**UNITED STATES COURTHOUSE, Courtroom 4-C
6500 Cherrywood Lane, Fourth Floor, Greenbelt, Maryland 20770**

(Registrants must be at the Courthouse by 1:00 p.m.)

The Federal Bar Association, Maryland Chapter, is pleased to offer once again its popular Introduction to the Federal Courthouse Program for new members of the Maryland Bar. And, again this year, will be followed by a Gourmet Reception!

This program is designed to acquaint new lawyers with the operation and function of the various agencies associated with the Federal Courts. Speakers are expected to include United States District Court Judges, a United States Magistrate Judge, a representative from the United States District Court Clerk's Office, a United States Bankruptcy Judge, and representatives from the Official Court Reporters, the United States Marshals Service, the United States Probation Office, the Pretrial Services Agency, the Federal Public Defender's Office, and the United States Attorney's Office.

The program will conclude with a Special Admissions Ceremony for all those who wish to be admitted to practice before the United States District Court for the District of Maryland. The combined Introduction to the Federal Courthouse Program and Special Admissions Ceremony is held only once each year in each Division and is the only program which permits candidates for admission to the District Court to be sworn-in without the necessity of having their sponsors appear.

Important: A sponsor is still required, but need not appear with you. See Local Rule 701.

RESERVATION DEADLINE for BALTIMORE - FRIDAY, FEBRUARY 13, 2004
RESERVATION DEADLINE for GREENBELT - THURSDAY, MARCH 18, 2004

Seating is limited; and reservations will be accepted on a first-come, first-served basis. (Seating capacity in the Baltimore facility is 230; in the Greenbelt facility, it is 130.)

Introduction to the Federal Courthouse Program: The registration fee is \$85.00 per participant (and a discounted \$55.00 per participant for government employees) and includes a special Federal Courthouse handbook. Make your check payable to “FBA-Maryland Chapter.” This \$85.00 program fee is non-refundable.

Special Admission Ceremony: The admission fee is \$100.00 per participant. Make your check payable to “Clerk, U.S. District Court.” The Attorney Admission Packet containing the Application for Admission and Sponsor’s Motion may be found on the court’s website, WWW.MDD.USCOURTS.GOV. Please comply with the instructions set forth in the forms and mail the forms and check directly to the respective address below before the deadline:

Baltimore

United States District Court
Attn: Tina Stavrou
101 W. Lombard St., 4th Floor
Baltimore, MD 21201
(410) 962-3552

Greenbelt

United States District Court
Attn: Catherine M. N. Scaffidi
6500 Cherrywood Lane, Suite 240
Greenbelt, MD 20770
(301) 344-3220

Federal Bar Association Membership: For an additional fee of \$55.00, program participants may also enjoy the benefits of a year’s membership in the Federal Bar Association. If you wish to join the Federal Bar Association, please complete the form attached hereto and return it, along with a check in the amount of \$55.00 made payable to the Federal Bar Association, to: Federal Bar Association, Attn.: Membership Department, 2215 M Street, N.W., Washington, D.C. 20037-1416. Please reflect on both your check and the form that you wish to join the “FBA - Maryland Chapter.”

**IF YOU HAVE QUESTIONS ABOUT MEMBERSHIP, PLEASE CONTACT
LINDA HITT THATCHER, ESQUIRE (301) 925-1600. www.thatcherlaw.com**

Please note: Once you have registered for the program you may assume that you have been accepted unless you receive notice to the contrary.

REPLY FORM

To register for the program, please return this Reply Form before February 13, 2004, if you are apply for the Baltimore program, and by March 18, 2004, if you are applying for the Greenbelt program, along with your check made payable to "FBA-Maryland Chapter," to:

FBA Federal Courthouse Program
c/o Nancy V. Alquist
Ballard Spahr Andrews & Ingersoll, LLP
300 E. Lombard Street, Suite 1900
Baltimore, Maryland 21202

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____

1. _____ I will attend the Introduction to the Federal Courthouse Program and am enclosing my check for \$85.00 (\$55.00 for government lawyers) made payable to "FBA-Maryland Chapter." And, send this check to the address as listed above. (If you want to be sworn in to the United States District Court at the conclusion of the program, please check #2 also).
2. _____ I want to be sworn in to the United States District Court for Maryland in the Special Admissions Ceremony to be held following the Federal Courthouse Program. I understand that I cannot take part in the Special Admissions Ceremony unless I have signed up for and participate in the entire Federal Courthouse Program. (Upon receipt of your Program Registration Form, please download the Application and Sponsor's Motion using the directions previously outlined on page 3) as follows:
 - Return Admission Form and \$100 check payable to "Clerk, U.S. District Court" to the Court address (listed on page 3).
 - Return FBA Program registration form with the \$85 check payable to "FBA-Maryland Chapter" to: Nancy Alquist on behalf of the FBA— address listed above.
3. _____ I have joined the Federal Bar Association- Maryland Chapter for one year. I have forwarded the \$55 fee to the FBA
4. _____ I wish to participate and be sworn-in to the Court at:
 - _____ Baltimore
 - or
 - _____ Greenbelt